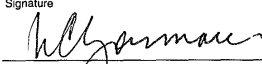
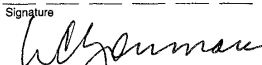


POSITION DESCRIPTION (Please Read Instructions on the Back)						1 Agency Position No NL12386							
2 Reason for Submission <input type="checkbox"/> Redescription <input type="checkbox"/> Reestablishment <input checked="" type="checkbox"/> New <input type="checkbox"/> Other <i>(Show any positions replaced)</i>		3 Service <input type="checkbox"/> Hdqtrs. <input checked="" type="checkbox"/> Field		4 Employing Office Location Orlando, FL.		5 Duty Station		6 OPM Certification No					
		7 Fair Labor Standards Act <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Nonexempt		8 Financial Statements Required <input type="checkbox"/> Executive Personnel Financial Disclosure <input type="checkbox"/> Employment and Financial Interests		9 Subject to IA Action <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		13 Competitive Level Code 0563					
		10 Position Status <input checked="" type="checkbox"/> Competitive <input type="checkbox"/> Excepted (Specify in Remarks) SES (Gen.) <input type="checkbox"/> SES (CR) <input type="checkbox"/>		11 Position is: <input type="checkbox"/> Supervisory <input type="checkbox"/> Managerial <input checked="" type="checkbox"/> Neither		12 Sensitivity 1 - Non-Sensitive <input type="checkbox"/> 3 - Critical Sensitive <input type="checkbox"/> 2 - Noncritical Sensitive <input type="checkbox"/> 4 - Special Sensitive <input type="checkbox"/>		14 Agency Use					
15. Classified/Graded by		Official Title of Position		Pay Plan		Occupational Code		Grade		Initials		Date	
a U.S. Office of Personnel Management													
b Department, Agency or Establishment													
c Second Level Review													
d First Level Review		Secretary (OA)		GS		0318		05					
e Recommended by Supervisor or Initiating Office													
16 Organizational Title of Position (if different from official title)						17 Name of Employee (if vacant, specify)							
18 Department, Agency, or Establishment Department of the Army (DA)						c Third Subdivision Various Locations							
a First Subdivision Army Materiel Command (AMC)						d Fourth Subdivision							
b Second Subdivision Simulation, Training & Instrumentation Command (STRICOM)						e Fifth Subdivision							
Employee review - This is an accurate description of the major duties and responsibilities of my position.						Signature of Employee (optional)							
Supervisory Certification. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the						knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.							
a Typed Name and Title of Immediate Supervisor William C. Youmans, Acting Chief of Staff						b Typed Name and Title of Higher-Level Supervisor or Manager (optional)							
Signature 						Signature							
Date 7/17/01						Date							
21 Classification/Job Grading Certification. I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards						22 Position Classification Standards Used in Classifying/Grading Position USOPM PCS for Secretary Series, GS-0318, Jan 79, TS-79, Jun 82, TS-64, Jul 99 (HRCD-7); USOPM Office Automation GEG, Nov 90, TS-100, Jul 99 (HRCD-7)							
Typed Name and Title of Official Taking Action William C. Youmans, Acting Chief of Staff						Information for Employees. The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the U.S. Office of Personnel Management							
Signature 						Date 7/17/01							
23. Position Review		Initials		Date		Initials		Date		Initials		Date	
a. Employee (optional)													
b. Supervisor													
c. Classifier													
24. Remarks Position is at full performance level. S: 7777													
25. Description of Major Duties and Responsibilities (See Attached)													

INTRODUCTION

This position is located in the Simulation, Training and Instrumentation Command (STRICOM), which is a Major Subordinate Command (MSC) of the U.S. Army Materiel Command (AMC). The mission of STRICOM is to provide centralized management and direction for all research, development, acquisition and fielding of Army Distributed Simulation (ADS). The mission includes cradle to grave life cycle acquisition beginning with tech base program and following through with each phase of the acquisition process. The Commander centrally directs, coordinates and supports the materiel development, training devices, simulations, simulators and advanced acquisitions and sustainment activities through the functional matrix organizations and four project managers. Incumbent serves as Secretary performing a variety of clerical, administrative, and office automation work. Based on a good working knowledge of the office and the programs under the supervisor's control, resolves problems associated with the administrative and clerical work of the office.

MAJOR DUTIES

1. CLERICAL DUTIES:

Receives calls, greets visitors, and directs to supervisor or other staff members only those contacts needing their attention or action. Screens calls by determining the nature and purpose, and referring calls not requiring the supervisor's attention to other staff members or handles matters personally. When referring calls, obtains needed background information before referral.

Maintains supervisor's calendar and schedules appointments and meetings on own initiative based upon personal knowledge of workload and current issues of importance. Arranges conferences and make travel arrangement for staff, including scheduling transportation, making hotel reservations, keeping in touch with staff enroute, and preparing travel vouchers. Reminds the supervisor of appointments and briefs supervisor on matters to be considered before attending and/or scheduling meetings. On own initiative reschedules appointments when supervisor is unavailable.

Controls all incoming/outgoing correspondence and action documents. Reviews outgoing correspondence for conformity, items to be handled personally, and forwards the remainder to staff members for action.

Establishes and maintains office files and records. Sets up and maintains administrative files and reference materials in accordance with office directives. Maintains records of leave and attendance for personnel within the office.

60%

2. OFFICE AUTOMATION DUTIES:

Accomplish clerical, statistical and data entry tasks in support of the administrative work of the office, using an automated data processing (ADP) system. Uses ADP system commands to: create and delete files, search files and records, store or extract material from a variety of software packages including word processing software, transmit large amounts of information, and generate cumulative, statistical, tabular, narrative and graphic reports.

Types a variety of narrative and tabular material (e.g., correspondence, reports, technical papers) into automated equipment utilizing the full range of keys, codes, proofing symbols, functions and applications to develop products in final form. Corrects errors in grammar, spelling and punctuation. Refers to dictionaries, style manuals and established typing/correspondence policies of the organization served.

40%

Performs other duties as assigned.

FACTOR 1. KNOWLEDGE REQUIRED BY THE POSITION - FL 1-3 - 350**Points****KNOWLEDGE TYPE III**

Knowledge of the substantive programs of the organization as they relate to the clerical, administrative and office automation functions of the office.

Knowledge of the duties, commitments, goals, and priorities of the supervisor and organizational staff members to perform assigned tasks and advise other clerical support personnel of such matters as the application of instructions and regulations and their effect on the work of the staff.

Knowledge of grammar, spelling, punctuation, capitalization and required format. Knowledge of office automation systems to use several types of software for various office needs. Skills of a qualified typist required.

WORK SITUATION A

The organization is small and of limited complexity. Responsible for specific programs or projects assigned to the organization. Internal procedures and controls are normally established for recurring actions. The supervisor usually coordinates the work of the organization through face-to-face discussions with the staff.

FACTOR 2. SUPERVISORY CONTROLS - FL 2-3 - 275 Points

Supervisor issues work assignments in terms of general instructions and desired results. The incumbent plans and carries out duties independently and refers only unusual problems to supervisor. The supervisor spot checks completed work to ensure compliance with established policies and procedures.

FACTOR 3. GUIDELINES - FL 3-2 - 125 Points

Specific guidelines are available as needed for reference purposes. They include dictionaries, directives pertaining to administrative practices and clerical regulations, correspondence manuals, systems. Incumbent uses judgment in application to individual cases.

FACTOR 4. COMPLEXITY - FL 4-2 - 75 Points

The work consists of duties involving several related sequential steps, processes, and methods.

Decisions made by incumbent in performing the work require recognizing the differences among a few easily recognizable situations.

Differences in actions taken and responses made by incumbent depend on the source of information, types of transactions, or other factual matters.

FACTOR 5. SCOPE & EFFECT - FL 5-2 - 75 Points

The purpose is to relieve the supervisor of the routine administrative and miscellaneous clerical work. The work affects the accuracy and reliability of further processes.

FACTOR 6. PERSONAL CONTACTS - FL 6-2 - 25 Points

Contacts include individuals from other offices within the command and organizations from outside the command in the Department of the Army.

FACTOR 7. PURPOSE OF CONTACTS - FL 7-2 - 50 Points

Contacts are to obtain and exchange information, set up meetings or arrange travel. Ensures that correspondence, and reports are completed within deadlines.

FACTOR 8. PHYSICAL DEMANDS - FL 8-1 - 5 Points

The work place no special physical demands on the employee. Work includes some walking, standing, bending, and carrying of light items such as paper and books.

NL12386

FACTOR 9. WORK ENVIRONMENT - FL 9-1 - 5 Points

The work environment involves the normal risks and discomforts typical of an office setting. Work area is adequately lighted, heated and ventilated.

TOTAL POINTS: 985 = GS-05